

**Timber Lakes Water Special Service District  
Wasatch County Offices  
25 North Main, Heber City, UT 84032  
435-654-0125  
June 20, 2017  
Board Meeting Minutes**

**Chairperson:** Neil Anderton

**Board Attendees:** Neil Anderton (2019), Reg Anderson (2016) **excused**, Ralph Lewis (2016), Mike Wheelwright (2016), Steve Farrell (County Rep.), David Hansen - (2017) **excused**, John Blickenstaff (alternate).

**Other Attendees:**

Jody Defa, Timber Lakes Water System Manager, Craig Hall, Timber Lakes Water Office Manager, Jared Moss -Legal Counsel

Kathy Wheelwright.

**Meeting called to order at 6:00 pm.**

**Prayer/Remark:**

John Blickenstaff offered a prayer.

**Public:**

No comments from public

**Old Business:**

Neil Anderton asked if they heard from Mike Davis about the open position on the board. Steve Farrell stated that it was on the city council agenda for tomorrow evenings meeting. Neil was glad to hear that and that we may be back to a full board membership. Jared Moss was asked to research the policy on the appointment of members to the board. The process was changed from election to appointment and it was stated in the minutes but, they are not able to find the signed resolution.

Jared Moss will continue to follow up on this research and make sure that they have a copy of the resolution or we propose another one and to the city council for their signatures.

**Timber Lakes Policies and Procedures Manual:**

Jody Defa finally heard back from Legrand Bitter today on Special Service District policies so they sent an invoice for our share of the policies.

**Lot 209 and lot 373 Belcher**

Pending approvals with the county and contingent with the POA.

**POA and Public comments**

Bonnie Huetter has suggested that Timber Lakes Water take out an ad in the property owners association newsletter at a cost of \$250. Steve Farrell made the motion to approve the expenditure for a half page ad. Mike Wheelwright seconded the motion. Motion passed unanimously.

## **Auditors Report**

Steve Rowley presented the audit to the board and stated what their responsibilities were as the auditors. Steve then read their opinion based on their testing. They stated that they did not find in any material differences in the financials. The state gives them a list of items that they need to test and found that the agendas have not been being uploaded to the public notice website. They tested cash control, payroll and internal controls. They found no issues with compliance with federal and state laws. Jody Defa stated that we made need to have a motion to approve the audit. **Mike Wheelwright made the motion to accept the audit as presented, Steve Farrell seconded, the motion passed unanimously.**

## **May Minutes:**

**Steve Farrell made the motion to accept the minutes as presented, John Blickenstaff seconded, the motion passed unanimously.**

## **Warrant List:**

The last warrant list ended with check 12729. This warrant list starts with check 12730 and ends at check 12784. John Blickenstaff also reviewed the credit card charges. Next month check register will start at 12785. **Steve Farrell made the motion to accept the warrants, John Blickenstaff seconded, the motion passed unanimously.**

## **RFP Discussion:**

Jody Defa put together an RFP for a rate study to be done by a company for a water rate study. Also, this will help determine what we want to do with the 1998 bond payoff. The next discussion is the scope and then the areas that we want to cover with this and then we give them three weeks. Decided on the committee - David Hansen, Neil Anderton and John Blickenstaff and Jody Defa will be the administrator.

## **Water Report:**

Jody Defa presented the financial statements and started with the cash discussing that the only two account that are liquid which are the two Wells Fargo accounts. The other cash accounts are not liquid. Jody then discussed the Special Assessment bond account, then there was a discussion about the prepaids, which reflects the customers that have paid ahead. Then Jody discussed the bonds and how they are reflected. Jody then discussed the expenses. Some of the expenses are paid ahead semi-annually or annually. Then there is equipment rental that is an annual fee. There is a couple of items of items that need to be possibly need to be reclassified.

Jody then discussed the cash report and explained the \$ 5.74 over payment on the 2011 bond. Then Jody discussed the 1998 bond and the payoff of that part of the bond. Then Jody explained the breakdown of the bonds on the spreadsheet. Neil Anderton stated that we should ratify the payoff of 1998 the bond and the URS ratification on the agenda for next month.

Jody then discussed the finding of another spring and Timber Lakes needs to find out whether it is on the churches property or Timber Lakes as it has a pretty good flow amount. Jared only has GPS coordinates. Jody and the guy read meters and Jody asked Kirk "How many meters they read?"

## **Old Business**

John Blickenstaff wanted to confirm the protocol that anyone who has a response to an email that they respond to all and not just to one person.

Also, the draft minutes should only go out to the board members.

**Neil Anderton stated that if there is nothing else and there are no objections, then we are adjourned.**

**Meeting adjourned at 7:25 pm.**